

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

## **NEEDHAM YOUTH SERVICES**

### **Job Postings 08/04/14**

**Date:** 7-21-14

**Job Title:** Office Clerk

**Hourly Pay:** 10.00

**Age Requirements:** 16

**Job Hours:** Flexible, approximately 20-40 per week, depending on candidate's availability

**Company Name:** Hoffman Advisors, Ltd.

**Company Address:** 13 Highland Circle, Needham, MA 02494

**Company Website:** [www.hoffmanadvisors.com](http://www.hoffmanadvisors.com)

**Contact Person:** Mitchell Hoffman

**Number:** 617 840 3232

**Email:** [mitch@mitchhoffman.com](mailto:mitch@mitchhoffman.com)

**Brief Description of the job duties and qualifications needed (1-2 sentences):**

1. Organizational activities including scanning, filing, shredding of a large number of documents that need to be stored electronically. I will provide training on how to do this, but the student should have familiarity with Microsoft Windows, Office, Adobe Acrobat and general use of a large office variety copier/scanner including OCR of the resulting files for indexing.
2. Requires someone who is Detail Oriented, Methodical, Fastidious, Neat

**Please note that the above represent the jobs that were received by the Youth Services Office over the course of the past week. For additional employment opportunities, please also check postings from prior weeks as jobs listed there may still be open (i.e. not yet filled).**